

TURKI ALBARRAK

Qassim / Riyadh · 580444562

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SUMMARY:

To pursue a challenging career with a growth oriented professional organization that offers an extensive experience and career development opportunities in a position requiring hard working and cooperative professional environment

EDUCATION

DIPLOMA: COMPUTER SCIENCE, AL QASSIM UNIVERSITY –
COUMMUNITY COLLEGE

SKILLS:

- MS OFFICE.
- Dealing with all transactions within the system.
- Create all report that needs by the Department Manager.
- Detailing all purchases and writing reports.
- Strong planning & analyzing skills by using all models strategy.
- Strong decision maker.
- Service-focused.
- Invoices/Expense Reports.

LANGUAGES:

- Arabic: Native
- English